APPENDIX VIII.

[*See* Rule 167.]

B. C. S. R. FORM No. I.

F. R. FORM No. 10.

SERVICE BOOK.

Space should be provided on the reverse of the title page of the service book to record thumb and finger impressions of (non-gazetted) Government servants under the following heading :—

"Thumb and finger impressions of (non-gazetted) Government servant".

The opening page of the service book should contain the following entries :—

(1) Name.

(2) Race.

(3) Residence.

(4) Father's name and residence.

(5) Date of birth by the Christian era as nearly as can be ascertained.

(6) Exact height by measurement.

(7) Personal marks for identification.

(8) Educational qualifications

(9) Signature of Government servant.

(10) Signature and designation of the head of the Office or other attesting officer.

Note.—[The entries in this page should be renewed or re-attested at least every five years, and the signature in lines (8) and (9) should be dated. Finger prints need not be taken afresh every five years under this rule.]

The remaining folios of the service book should be divided into fifteen columns, *viz.* :—

(1) Name of appointment.

(2) Whether substantive or officiating and whether permanent or temporary.

(3) If officiating, state—

(*i*) Substantive appointment, or

(*ii*) whether service counts for pension under Rule 240 (2).

(4) Pay in substantive appointment.

(5) Additional pay for officiating.

(6) Other emoluments falling under the term "Pay

No. 33

Page 72, Appendix VIII—

Renumber the existing entries " 8." and " 9 " occurring in lines 15 and 16–17 on this page as " 9 " and " 10 " respectively and *insert* the following new entry as " 8 " :—

" 8 Educational qualifications."

(G.R., 7539/33, dated 23rd May 1949.)

[Correction No. 33, Financial Publication No. V, 3rd Edition (Reprint), Volume II, dated 20th January 1950.]

(7) Date of appointment.

(8) Signature of Government servant.

(9) Signature and designation of the head of the office or other attesting officer in attestation of columns 1-8.

(10) Date of termination of appointment.

(11) Reason of termination (such as promotion, transfer, dismissal, etc.).

(12) Signature of the head of office or other attesting officer.

(13) Leave.

Nature and duration of leave taken.	Allocation of periods of leave on average pay up to four months for which leave salary is debitable to another Government.	
	Period.	Government to which debitable.

(14) Signature of the head of the office or other attesting officer.

(15) Reference to any recorded punishment or censure, or reward or praise of the Government servant.